

3202 - PRESERVATION AND DESIGN MANAGER

NATURE OF WORK

This is a responsible middle management position supervising, organizing and controlling the activities and staff of the Design and Preservation Section within the Planning Department.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Manages the staff and assignments of the Design and Preservation Section of the Department.

Recommends policies and initiatives to improve efficiency and efficacy of the Design and Preservation Section.

Meets with architects, applicants, property owners (and their attorneys) to review proposed work on sites throughout the City, and to provide design and preservation guidance.

Prepares Staff Reports for projects going before the Design Review Board, Historic preservation Board, and Joint Board.

Presents Staff Reports and Recommendations at public hearings of the respective boards.

Prepares Historic Preservation Designation Reports.

Presents Designation Reports to the Historic Preservation Board, Planning Board, City Commission and to the community and local preservation organizations.

Reviews Reports prepared by Section staff.

Coordinates the Design and Preservation Section's activities with those of the Planning and Zoning section as well as other City departments to achieve quality urban design.

Meets with the local preservation community to discuss design and preservation matters.

Provides professional advice to the City Manager's office relative to the special urban design projects, as required.

Oversees the Department in the absence of the Assistant director or Planning and Zoning Manager.

Evaluates performance of staff within the Section.

Performs related tasks, as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of city planning and an understanding of the fundamentals of economics, municipal finance, sociology and research procedures, as they pertain to the planning, design and development of urban areas, of the City charter and of the various ordinances, codes and regulations pertaining to design review and historic preservation and of the principles, practices and related Federal and State laws and regulations related to grant preparation and administration.

Ability to plan, organize, supervise and carry out research projects effectively; to present the results of research effectively in oral, written and graphic form; and to supervise professional, technical and clerical personnel engaged in design and preservation work.

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MINIMUM REQUIREMENTS

Any combination of education and experience equivalent to graduation from an accredited college or university supplemented by a Master's degree architecture, planning or historic preservation and no less than ten (10) years experience in professional design/preservation work, including no less than five (5) years experience in a supervisory capacity. Experience can substitute for education on a year for year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copies, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

General supervision is received from the Director and/or Assistant Director of the Department, as appropriate. Work is performed with little direct supervision and with extensive latitude for the use of independent judgment. Work is reviewed for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of work.

SUPERVISION EXERCISED

Supervision is exercised through various levels of subordinates over a variety of management, professional, technical and clerical employees.

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